

## STEPS TO APPLY AND REGISTER FOR NEW DISTANCE EDUCATION STUDENTS

### **STEP 1: COMPLETE AN APPLICATION FOR ADMISSION**

- A. Online application is available on the NW-SCC website.  
<https://nwscce.edu/admissions/apply-online/>  
(Official transcripts and photo ID are required. Please read the information at the above web address carefully before beginning the online application.)
- B. If you are a transient student taking a course that will transfer to the university that you are currently attending, you must request that a Transient Letter be sent to our Admissions Office. Send to [admissions@nwscce.edu](mailto:admissions@nwscce.edu) or mail to one of the following addresses:

Admissions Office – Shoals campus P. O. Box 2545 Muscle Shoals, AL 35661	Admissions Office – Phil Campbell campus 2080 College Road Phil Campbell, AL 25581
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- C. Transfer students will need to forward all official transcripts of any college/university attended as well as an official high school transcript.
- D. All students are required to forward an official high school transcript / GED Certificate.

*If you are a transient student with an approved transient letter on file at NW-SCC, you may not have to speak to an advisor in order to register for class. You may contact the Admissions office via phone at 256-331-5462 or 256-331-6219 to register.*

*(Transient students will not receive a NW-SCC ID card. (Student ID). However, non-transient students will receive a Student ID by mail.*

### **STEP 2: APPLY FOR FINANCIAL AID**

- A. Application for Federal Student Aid is online at <http://www.fafsa.ed.gov/>.
- B. Visit the NW-SCC Financial Aid Website for instructions on applying for aid.

### **STEP 3: ACCUPLACER / ACT SCORES**

Students who take Math or English distance courses must meet required Accuplacer Score cutoff or have sufficient ACT scores. To schedule an appointment to take the Accuplacer test, please call the Testing Center at 256-331-5482. Non-local students may take the Accuplacer exam at any college or university offering the exam and have the scores transferred to the NW-SCC Admissions Office. *Contact our advising center for the latest information on current required ACT scores ([advising@nwscce.edu](mailto:advising@nwscce.edu) or 256-331-5221).*

#### **STEP 4: HIGH SCHOOL/GED**

Forward your official high school or GED Certificate to the Admissions Office. You may choose to fax your transcript or GED Certificate to 256-331-6292 (Phil Campbell)/(256)331-5366 (Muscle Shoals) or bring it to the Admissions Office on either campus. Transcripts may also be submitted electronically in the form of a PDF from high school counselors to [admissions@nwsc.edu](mailto:admissions@nwsc.edu).

#### **STEP 5: TALK WITH AN ADVISOR**

Talk with an advisor to register online. If you have a transient letter on file, you do not have to speak with an advisor at NW-SCC.

- New students should contact the Advising Center. E-mail our Advising Center for assistance at [advising@nwsc.edu](mailto:advising@nwsc.edu) or call 256-331-5221. Virtual advising appointments may also be scheduled via the school website, [www.nwsc.edu](http://www.nwsc.edu), on the Advising/Registration tab.
- Current students may contact their assigned advisor or the Advising Center.

#### **STEP 6: REGISTER FOR CLASSES**

Register for your courses either online or via phone. *Note: Personnel in the Student Success Center may also assist with registration.*

*A. Online Registration link (myNW-SCC):  
<https://nwsc.edu/admissions/registration/>*

*B. Phone: 256-331-5264  
256-331-6249 (Transient Only)*

#### **STEP 7: PAY FOR YOUR COURSES**

Students are encouraged to pay their semester balance online through their student myNW-SCC (Banner) portal. Application of financial aid (pell grant and loans) and any institutional (internal) scholarships are automatically applied to student accounts by the Student Financial Services Office. Students should contact the Cashier's Office for assistance applying any 3<sup>rd</sup> party scholarships. Although students are encouraged to pay their account balance online through their myNW-SCC (Banner) account, they may also pay on campus at the Cashier's Office during business hours by cash, check, debit card, or credit card, with the exception of American Express.

#### **Cashier's Office**

Muscle Shoals ..... Katie Bostick ..... 256-331-5226 .....  
[katie.bostick@nwsc.edu](mailto:katie.bostick@nwsc.edu)

Phil Campbell ..... Tiarica McCulloch..... 256-331-6382 ...  
[tiarica.mccullough@nwsc.edu](mailto:tiarica.mccullough@nwsc.edu)

## **STEP 8: COMPLETE VIRTUAL LEARNING GUIDE IN BLACKBOARD LEARN**

You must be registered before you will be able to log in to Blackboard for the first time and complete the Virtual Learning Guide. You may complete the Virtual Learning Guide either at home or on campus at our Virtual Learning Center or campus library. Please allow at least 2 hours to complete the orientation.

You may access the Virtual Learning Guide on our Blackboard Learn site at <https://nwsccl.blackboard.com/auth-saml/saml/login?apId=431>.  
Login with the following credentials:

Your Blackboard Learn login uses the same login credentials as your myNWSCC (Ellucian Banner).

Username: NW-SCC Email Address

(Note: contact the Admissions office at 256-331-5363 or [admissions@nwsccl.edu](mailto:admissions@nwsccl.edu) to request your NW-SCC email address)

Password: myNWSCC Password

You should see the "Virtual Learning Guide" on the Institution Page of Blackboard Learn with an option to enroll yourself in the course

## **STEP 9: PICK UP A PARKING DECAL**

Pick up a parking decal at the Cashier's Office. *Note that if you are using remote proctoring and will not be coming to campus, you will not need a parking decal for your vehicle and may use your Driver's License as a photo ID for testing purposes. If you do need a parking decal, please bring proof of insurance, registration, and tag number with you to get your decal.*

You may also want to stop by the Student Success Center on either campus to have your photo made for your photo ID.

## **STEP 10: TEXTBOOKS**

Contact the bookstore on either campus to purchase or order the books for your course(s).

- Visit the NW-SCC bookstore in person or visit the [bookstore website](#) to purchase books online.
- Students CAN charge books and supplies to financial aid during the first week of class at the campus bookstore.
- Students receiving a Pell Grant or Loans CAN order online and charge to financial aid during the first week of class. Students receiving other 3<sup>rd</sup> party scholarships, WIOA, or Vocational Rehab CANNOT charge online during the first week of class.
- You cannot charge to financial aid in the bookstore or online prior to the first day of class.

## **STEP 11: MINIMUM PREFERRED TECHNICAL REQUIREMENTS FOR DISTANCE EDUCATION STUDENTS:**

- A computer running Windows 8 or higher.
- A web cam with microphone (web cams built into laptops or monitors are acceptable).
- Headphones or working speakers connected to the computer.
- A reliable high speed internet connection that will support a video connection.
- Both the Mozilla Firefox and Google Chrome browsers installed on your computer.

*Note: Some courses have additional software requirements, and this information should be provided to you during the first week of class by your course instructor.*

## **STEP 12: ACTIVATE YOUR STUDENT E-MAIL ACCOUNT**

You will receive important communications about registration, financial aid, and your classes on your student e-mail. You should check it several times a week for updates. You can also install and use a free copy of Microsoft Office 365 using the install option within your student email account.



1. To get your NW-SCC email address, please contact our Admissions office at [admissions@nwsc.edu](mailto:admissions@nwsc.edu) or call 256-331-5363 during business hours.
2. Once you have your email address, click the College Email link at the bottom of the NW-SCC website homepage.
3. Follow the instructions provided at the top of the screen to reset your password if you have not completed this step for myNWSCC (Ellucian Banner).
4. Then, click the Log into Student Email button.
5. Your Username will be your email address, and your Password will be the new password that you created.
  - a. If you have trouble with your email, call April Cookson at 256-331-5395.

## **STEP 13: BEGIN YOUR COURSEWORK!**

Log into Blackboard Learn as soon as possible after classes begin. Pay close attention to the 'Start Here' or 'Getting Started' section in each of your distance education courses to find information to help you get started with your class. It is important that you complete any initial assignments your instructor has posted to verify your attendance in the class (ASAP). Failure to follow your instructor's directions may result in you being removed from the course and cause a delay of your financial aid refund. If your class is not showing in Blackboard Learn, please email [cookson@nwsc.edu](mailto:cookson@nwsc.edu).

You will find Blackboard Learn linked on the NW-SCC homepage at <http://nwsc.edu> or you can access it directly at <https://nwsc.blackboard.com/auth-saml/saml/login?apId= 43 1>